



Stony Brook
University

Welcome

You should be hearing music now.



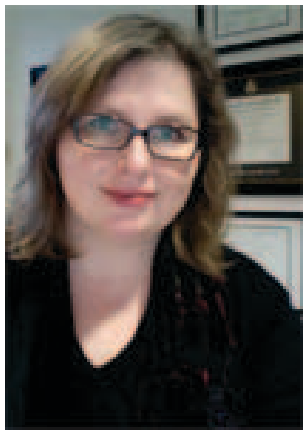
Stony Brook **University**

SCHOOL OF PROFESSIONAL DEVELOPMENT

Human Resource Management Student Orientation



Dr. John Coverdale, Faculty Director
Human Resource Management Program
School of Professional Development
Stony Brook University
John.Coverdale@stonybrook.edu



Kim Giacalone, Director
Marketing and Communications
School of Professional Development
Stony Brook University
Kim.Giacalone@stonybrook.edu



Agenda

- Welcome
- Program overview
- Enrollment information
- Expectations
- Advisement
- Resources
- Staying connected
- Q & A





Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT



Check out www.stonybrook.edu/sb/fastfacts/



About Stony Brook University

- Growing University
- Broad reach
- History of innovation
- Powerful partnerships



THE TOP 1%!

Where Stony Brook sits among all the world's universities.

THE TOP 100!

Stony Brook's ranking among national universities.

THE TOP 40!

Stony Brook's ranking among public national universities.



We are Seawolves

The Sports Complex and state-of-the-art 8,300-seat Kenneth P. LaValle Stadium — the largest outdoor facility in Suffolk County — are home to Stony Brook University's 20 NCAA Division I athletics teams. All teams compete in the America East Conference except for football, which is a member of the Big South Conference.



Stony Brook University

SCHOOL OF PROFESSIONAL DEVELOPMENT



Kenneth P. LaValle Stadium



About SPD and HRM

- Stony Brook's School for working professionals who want to enhance their career through part-time graduate study
- 26 graduate degree and certificate programs
- Courses offered primarily online with on-campus courses scheduled in the evening
- Collaboration with the College of Business
- ~200 students currently matriculated in SPD's HRM programs





Stony Brook's First National Champion

Track and field star Lucy Van Dalen — Stony Brook's first-ever national champion — is an SPD graduate. She then qualified for the 2012 London Olympics and reached the semifinals of the 1500m while representing her native New Zealand.





Notable SPD Alumna



Notable SPD Alumna (okay, not really)



And thousands of teachers, managers, environmental consultants, musicians, trainers, coaches, K-12 school leaders, human resource administrators, writers, information systems specialists, artists and a host of others.



Planning Your Course of Study



- Admissions
- Master of Science
- Advanced Certificate
- Courses
- Tuition
- SHRM Student Chapter
- Virtual Commons
- Contact Us
- HRM Home



Human Resource Management Programs

- Overview
- Graduate Programs
- Flexible Scheduling
- SHRM Student Chapter

Human Resource Management Programs at Stony Brook University

The ability to effectively manage human resources is critical to the success of any organization. HR professionals must possess the broad-based knowledge and specific competencies necessary to align human resource functions with organizational goals. Stony Brook University's Human Resource Management programs are designed to provide the academic preparation required for professionals to enter the field or advance their careers.

The curriculum integrates theory and practice within the dynamic context of human resource administration. Students may choose from a wide selection of courses — in subjects such as organizational development, benefits and compensation and employment law — in combination with foundational courses in business, HR management,

Upcoming Events

New Student Orientation
 Students admitted for Summer 2015 should sign up for the orientation webinar on May 5.
 » [Details & Registration](#)



Master of Science in Human Resource Management

The Master of Science in Human Resource Management program consists of 10 three-credit courses as outlined below. The curriculum has been updated and refined to align with standards established by the Society for Human Resource Management. Newly admitted students will follow the program as it is presented below; continuing students may choose to follow this new program or they may fulfill degree requirements by using a combination of courses from the new program and their original HRM program.

Students are advised to print and keep one of the following advisement worksheets to plan their degree:

- [Advisement Worksheet for Students Admitted in Fall 2015 or later](#) (PDF)
- [Advisement Worksheet for Students Admitted Prior to Fall 2015](#) (PDF)
- [Advisement Worksheet for International Students](#) (PDF)

Degree Requirements – Effective Fall 2015

Every course is required. All students must take HRM 532 in their first semester.

HRM 532 Foundations of Human Resources (formerly CES 515)

HRM 533 Employee Relations and Labor Management (formerly CES 516 Survey of Employee Relations)

HRM 537 Employee Learning and Professional/Career Development (formerly CEX 537 Employee Learning and Development)

HRM 538 Organizational Development and Change Management (formerly CEX 538 Organizational Change Management; prerequisite: HRM 532)

HRM 541 Human Relations and Workforce Planning (formerly CES 511 Human Relations in the Workplace)

Admissions

Master of Science

Adv. Graduate Certificate

Courses

Tuition

SHRM Student Chapter

Virtual Commons

Contact Us

HRM Home



Stony Brook University
School of Professional Development

MS in Human Resource Management Advisement Worksheet
(for students admitted in Fall 2015 or later)

Student's Name: _____ SBID #: _____

Email Address: _____ Telephone: _____

| Human Resource Management Courses: | Semester | Grade |
|---|----------|-------|
| HRM 532 Foundations of Human Resources | _____ | _____ |
| HRM 533 Employee Relations and Labor Management | _____ | _____ |
| HRM 537 Employee Learning & Professional/Career Development | _____ | _____ |
| HRM 538 Organizational Development and Change Management | _____ | _____ |
| HRM 541 Human Relations and Workforce | _____ | _____ |
| HRM 545 Employment Law and Policy | _____ | _____ |
| HRM 546 Job Evaluation, Compensation Systems, and Benefits | _____ | _____ |
| HRM 547 Organizational Performance Management | _____ | _____ |
| HRM 548 Diversity and Global Issues in the Workplace | _____ | _____ |
| HRM 595 Strategic Human Resources Master's Project | _____ | _____ |
| HRM 585 Internship (optional) | _____ | _____ |



Program Requirements – 30 credits

HRM 532 Foundations of Human Resources

HRM 533 Employee Relations and Labor Management

HRM 537 Employee Learning and Professional/Career Development

HRM 538 Organizational Development and Change Management

HRM 541 Human Relations and Workforce Planning

HRM 545 Employment Law and Policy

HRM 546 Job Evaluation, Compensation Systems, and Benefits

HRM 547 Organizational Performance Management

HRM 548 Diversity and Global Issues in the Workplace

HRM 595 Strategic Human Resources Master's Project



HRM 595 Project Seminar

- Goal is to teach students to understand and conduct graduate-level research.
- At least 25 pages in length; APA formatted.
- Must earn a “B” or higher to count toward degree.
- Students will be guided in selecting a topic for their research paper.
- Prerequisite: 24 credit hours
- Get a head start! Start using a reference management program like Zotero or EndNote now (more on this later).



HRM 585 Internship (optional)

- Students who are not working in the field may choose to gain field experience by completing a one-credit internship practicum over and above the requirements for the Master of Science degree
- A minimum of 45 hours of work is required in a setting that is outside of the your current area of employment.
- The Career Center maintains an internship database.
- Students must obtain approval from the program director to enroll in this S/U graded course.



Planning Your Course of Study

- MS students have five years to complete the degree.
- Four courses (12 credits) maximum per term but the recommendation is two for working students.
- Students should take HRM 532 and HRM 533 early on in their course of study.



Planning Your Course of Study (cont'd)

- On-campus courses are offered less frequently than online courses.
- **International students** or those students who are receiving **financial assistance** may have requirements in terms of modality or course load.



Scheduling Overview

- Online classes: 10-week terms that start at beginning of Fall, Spring and Summer I *
- Face-to-face classes:
 - Fall and Spring: Class meets for 3 hours once per week for 15 weeks
 - Summer I and II: Classes meet for 3.5 hours twice a week for 6 weeks
- Winter session courses last 3 weeks

*Except for HRM 595, which meets for the full 15 weeks



Expectations



Academic Expectations

- Be an active participant in the classroom.
- Meet all assignment deadlines.
- Focus on the quality of your writing – including content, citations, sentence structure, grammar, and spelling.
- Maintain good academic standing with a minimum GPA of 3.0 (graduate, cumulative and in the program)
- Read and understand SPD's Academic Honesty Policy listed in the Bulletin.



Academic Honesty

- Cornerstone of all academic and scholarly work.
- Minimum penalty is an “F” in the course and suspension for one term for students found responsible for academic dishonesty.
- Often, accused students did not know how to properly cite their sources (but they are still held responsible).
- Consider attending our Citation Skills Workshop in August or viewing one of our recorded workshops posted on the SPD Library Guide website:
guides.library.stonybrook.edu/spd/home



Online Learning at SPD

- Asynchronous seminars conducted via Blackboard
- All students are required to participate at least three different days during the week
- Requires careful reading and considerable amount of writing in discussion boards
- Videos and FAQs are available on the SPD Online website at www.stonybrook.edu/spd/online



SPD Online

In 1996, the **School of Professional Development** began offering online courses to meet the needs of working professionals. Today we schedule more than [100 online courses](#) per term, which can be used in our seven fully online degree and certificate programs.

Please read through the information below; if you still have questions, [contact us](#).

SPD Online Overview

- [About SPD Online](#)
- [SPD Online FAQs](#)
- [Online Degree & Certificates](#)
- [Current Semester Courses](#)

New Student Information

Getting Started

Blackboard Video Tutorials

- [Blackboard on demand videos](#)

Online Learning Orientation

- Sign up for our next [orientation webinar](#), January 20 at 12 noon Eastern
- [Watch the webinar recording from prior semester](#)
- View the [PowerPoint](#) (pdf)

Username and Password (NetID)

- [SQLAR System](#) (log in and click "NetID Maintenance")

[About SPD Online](#)

[Online Graduate Programs](#)

[SPD Online FAQs](#)

[Getting Started](#)

[Current Course Offerings](#)

[SPD Academic Calendars](#)

[Contact Us](#)

[SPD Online Home](#)



Administrative Expectations

- Students are responsible for knowing and abiding by all SPD/SBU policies and deadlines (refer to Academic Calendars, SOLAR, Student Accounts website, and SPD Bulletin).
- Check SOLAR for Messages and Holds.
- Proactively search for information on the SPD Website and SOLAR and seek help when needed.
- When contacting a University office, please include your SB ID and program name.



Administrative Expectations (cont'd)

- **File for graduation** in SOLAR at the start of your last term! Details on our website at <http://www.stonybrook.edu/spd/current/graduation.html>
- **Sign-up for and use your Stony Brook email account.** <http://www.stonybrook.edu/mycloud>



CHECK Your Stony Brook Email

Search Images Mail Drive Calendar Sites Groups Contacts Maps More

Stony Brook University kim.giacalone@stonybrook.edu

Mail 1-100 of 6,590

COMPOSE

Primary Social Promotions Updates Forums

| | | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|--|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blackboard6 Administrat. | eep: SPD Online Support: New Post - Course not showir | 10:36 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jacqueline.M.Donnelly | .CEK 520.S31 Survey of Advising & Counseling in Highe | 9:33 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Green, James K. | Re: Orientation Webinar: Registration Confirmation & Acces: | 6:21 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Green, James K. | Re: Orientation Webinar: Registration Confirmation & Acces: | 6:05 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kristy Arnold | Re: CEK 504 Williams - Hi Kim, I did speak with this studen | 5:58 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | me | Adobe Connect - Chat Transcript from SPD - Kimberly Giac: | 5:56 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Kristy Arnold | I will be out of the office on Monday, August 19. Re: CE | 5:40 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Carolyn Jankowski | Fwd: [registrar_scheduling_staff] SPD Cancellation Requ | 5:08 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lori Lyons | AGC Advisement Sheets - Hi Kim - Should you need them in | 2:43 pm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shawna Nelsen | Re: Recycling Toner - Hi All, Please see email below. Did ar | 2:13 pm |

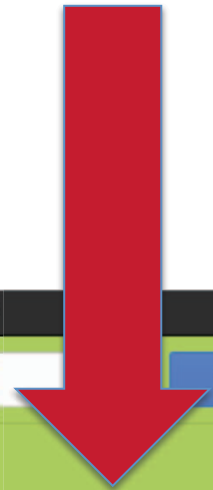
Get ready for Fall: <http://w>

Search people...

- Linda Padwa
- Loren Moss Meyer
- Janet Masini
- Jennifer Adams
New Clicker softwar...
- Kevin Conn
- Laura Valente
- Lynn Zawie
- Mark Carroll
- Shawna Nelsen
- Christopher Ruch



Notice the tabbed interface:
Messages sometimes
appear here.



The screenshot shows the MyCloud interface with a navigation bar at the top containing 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Sites', 'Groups', 'Contacts', 'Maps', and 'More'. Below this is a search bar and the user's email address 'kim.giacalone@stonybrook.edu'. The main area is divided into a 'Mail' section and a 'Social' section. The 'Mail' section has a 'COMPOSE' button and a list of folders: 'Inbox (827)', 'Starred', 'Important', 'Sent Mail', 'Drafts (168)', 'All Mail', 'Spam (127)', and 'Trash'. The 'Social' section is highlighted with a red box and contains a list of messages:

| Sender | Subject | Time |
|--------------------------|---|----------|
| Blackboard6 Administrat. | eep: SPD Online Support: New Post - Course not showir | 10:36 pm |
| Jacqueline.M.Donnelly | .CEK 520.S31 Survey of Advising & Counseling in High | 9:33 pm |
| Green, James K. | Re: Orientation Webinar: Registration Confirmation & Acces: | 6:21 pm |
| Green, James K. | Re: Orientation Webinar: Registration Confirmation & Acces: | 6:05 pm |
| Kristy Arnold | Re: CEK 504 Williams - Hi Kim, I did speak with this studen | 5:58 pm |

The 'Social' section also includes a search bar for people and a list of contacts: Linda Padwa, Loren Moss Meyer, Janet Masini, and Jennifer Adams.



Search SB >



Stony Brook University

School of Professional Development

ABOUT SPD

ADMISSIONS

ACADEMICS

ONLINE LEARNING

CAREER DEVELOPMENT

LIFELONG LEARNING

OUTREACH

Degree & Certificate Programs

Graduate Courses

Calendars

Forms & Publications

Important Links

SPD Bulletin

Student Success Programs

Graduation

Dean of the School Takes the Helm

Dr. Charles Taber appointed as the new Dean of the School of Professional Development. He is also the Provost for Graduate and Professional Schools.

LEARN MORE ▶



News & Announcements

Events

Quick Links



TIME TO ENROLL

Get the Details ⇌



NEW STUDENT ORIENTATIONS



BLACKBOARD

» [Course Portal](#)

CALENDARS

» [SPD and Registrar](#)



Search SB >



Stony Brook University

School of Professional Development

ABOUT SPD

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Degree & Certificate Programs

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Forms & Publications

Important Links

SPD Bulletin

Student Success Programs

Graduation

Dean of the School of Professional Development Takes the Lead

Dr. Charles Taber, Dean of the School of Professional Development, is the first to lead the school.

LEARN MORE ▶

School of Professional Development

Post for Graduate and Professional Schools



News & Announcements

★ TIME TO ENROLL
Get the Details ⇨

Events

★ **NEW STUDENT ORIENTATIONS** ★

Quick Links

BLACKBOARD
» [Course Portal](#)

CALENDARS
» [SPD and Registrar](#)



Search SB >



Stony Brook University

School of Professional Development

ABOUT SPD

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OUTREACH

SPD Academic Calendars

These calendars address SPD students and SPD courses only. The calendar information does not apply to undergraduates, to graduate students matriculated in the Graduate School or HSC, or to those students who are participating in an off-campus cohort.

View the calendars as webpages (below) or add the **SPD Academic and Graduate Events Google Calendar** to your Stony Brook Google Apps Account.

[SPD Spring 2015 Calendar](#) | [SPD Fall 2014 Calendar](#) | [Registrar's Calendars](#) | [Final Exam Schedules](#)

Google Calendar – Stay up-to-date with SPD's academic deadlines and graduate student events. Add this calendar to your Stony Brook Google Apps for Education account (stonybrook.edu/mycloud) by clicking on the button at the bottom of the calendar. You can also **add the calendar on your iPhone** or **Android device**.

SPD Academic & Graduate Events Calendar

Today ◀ ▶ **November 2014** ▼ Print Week Month Agenda ▼

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|---------------------------|--------------------------|--|-------------------------|---------------------------|----------------------------|
| | 26 12pm HEA Orientatic | 27 5pm HEA Orientator | 28 | 29 | 30 | 31 Nov 1 "T" Removal |
| 2 SPD Online Session | 3 Advanced Registrat | 4 | 5 | 6 4pm HEA Interviewi | 7 9:30am Careers in Hi | 8 |
| 9 | 10 6pm SHRM Chapter | 11 | 12 12pm HEA Study Abi 4pm HEA Study Abrc | 13 | 14 | 15 9am DASA Training |

Related Links

[Registrar's Academic Calendars](#)

[Tuition Liability Schedule](#)

[Stony Brook University Online Events Calendar](#)



Advisement and Assistance

Academic Advisement

Dr. John Coverdale, Faculty Director

john.coverdale@stonybrook.edu

631.632.7092

Student Services

Graduate Admissions and
Student Services

spd@stonybrook.edu

631.632.7050, option 1

International Students

Visa and Immigration Services

www.stonybrook.edu/visa

VIS@stonybrook.edu

631.632.4685

Online Learning Support

SPD Online

www.stonybrook.edu/spd/online

spd_online@stonybrook.edu

631.632.9484

Financial Aid

www.stonybrook.edu/finaid/

finaid@stonybrook.edu

631.632.6840

Graduation Clearance

www.stonybrook.edu/spd/graduation

spd_graduationandcertification@stonybrook.edu

631.632.7055



Resources For This Section

- SPD Website: <http://www.stonybrook.edu/spd>
- HRM Program: <http://www.stonybrook.edu/spd/hrm/>
- SPD Bulletin: <http://www.stonybrook.edu/spd/bulletin>
- SPD Online Website:
<http://www.stonybrook.edu/spd/online>
- SPD Course Listings:
<http://www.stonybrook.edu/spd/graduate/courses>
- SPD Academic Calendar:
<http://www.stonybrook.edu/spd/graduate/calendar>



Enrollment Tips

SOLAR

[SOLAR LOGIN](#)

[RF EMPLOYEE TIME REPORTING](#)

[STATE EMPLOYEE TIME REPORTING \(WEST CAMPUS & HSC\)](#)

 This system is online.

 [View Maintenance Schedule](#)



SOLAR

[SOLAR Mobile](#)

[SOLAR for Faculty & Staff](#)

[SOLAR for Students](#)

SOLAR is Stony Brook University's enterprise-wide, self-service system which provides faculty, staff, and students with online access to manage personal information. Students use SOLAR to register for classes, print schedules, view and pay bills, update personal contact information, view transcripts, and submit student employment timesheets. Employees use SOLAR to update personal contact information, view vacation/sick accruals, print class rosters, submit grades, and much more.

Frequently Asked Questions

[How do I change my email address in SOLAR?](#)

[How do I change my emergency contact information in SOLAR?](#)

[How do I navigate SOLAR?](#)





Get Cleared for Take-Off

Check Action Center and Message Center each time you log in

SOLAR SYSTEM Home Add to Favorites Sign out

Favorites Main Menu

Action Center

Holds
No Holds.

Do List
No To Do's.

Message Center

new message(s) read message(s)

New Messages

Fall 2013 Billing Statement
Summer 2013 Billing Statement.
Summer 2013 Billing Statement.

view details ▶

Home Page

SB ALERT SB Alert Emergency Information
SB Alert - Registration

Security and Personal Data
Change My Solar Password, NetID Maintenance, Whom to contact if I'm missing, User Preferences, Office Address, Addresses, Ethnicity, Veteran Status, Names, Phone Numbers, 8 More...

Elections
Student Elections, Faculty/Prof Elections, Senate Survey

Student Records & Registration
Academic Planning, Enrollment, Academic Records, Degree Progress/Graduation

Campus Financial Services
Account Information/Payment, Financial Aid, Required Health Insurance/Waiver, Set Billing Notification Email

Campus Housing
Continuing Room Deposit, Room Selection, Graduate / Family Apt. Deposit, Summer Room Payment

Student Employment Service
Enter Timesheet, Timesheet Paid, View Paycheck, Federal Work Study Balance, Payroll Periods, Student Employment Handbook



Common Enrollment Blocks (or Holds)

- Proof of Health Insurance
- Signing the Financial Responsibility Statement
- Enrollment in SB Alert
- Proof of MMR immunization



When To Enroll

- Enroll as soon as you are eligible and according to your enrollment appointment.
- Summer and Fall enrollment begins in early April.
- Winter and Spring enrollment begins in early November.
- Clear up any blocks you may have before registration begins.



A Word About Waitlists

- The majority of online courses will eventually fill.
- If the course you want is full, add your name to the waitlist. If someone drops, you will be enrolled automatically.
- Monitor your position and make schedule adjustments.
- Waitlist problems? Contact SPD Online.
- *Note: You are financially responsible for any course for which you are enrolled via the waitlist, so please double-check your schedule before the end of the tuition liability period.*



A Word About Cancellations

- SPD does not run courses with fewer than 10 students.
- Enroll early – we start cancelling underenrolled courses about four weeks prior to the start of class.
- Check the enrollment in your course by clicking on the course's title in SOLAR.
- If the course is still underenrolled four weeks prior to the start of class, consider adding a second course as a back-up.



Ordering Your Textbooks

- You can find textbook information on SOLAR and on the Campus Bookstore (Barnes and Noble) website:
<http://www.stonybrook.edu/provostliasn/bookstore/>
- You can buy or rent your books from any place you choose if you have the ISBN (except special course packs).
- There are benefits and drawbacks to ordering from the campus bookstore.



Stony Brook **University**

SCHOOL OF PROFESSIONAL DEVELOPMENT

Your NetID



Your NetID

- Accesses all of the online resources not available in SOLAR: Blackboard, SB Connect, E-mail, Google Drive, Library Resources, SoftWeb, etc.
- Combination of your first initial and last name.
- Created for you – you need to log into SOLAR to create your NetID password.

A screenshot of the NetID Single Sign-On login page. The page has a dark red header with the text "NetID Single Sign-On" in white. Below the header, there is a white box containing the following elements: a blue prompt "Please enter your NetID and NetID Password", two yellow input fields for "NetID:" and "NetID Password:", a checkbox labeled "Warn me before logging into other sites and applications.", a yellow box with the text "By logging in you agree to abide by the Stony Brook University [IT Policies](#) and [Terms of Service](#).", a dark red "LOGIN" button, and a red link "[Forgot Your NetID or NetID Password?](#)".

NetID Single Sign-On

Please enter your NetID and NetID Password

NetID:

NetID Password:

Warn me before logging into other sites and applications.

By logging in you agree to abide by the Stony Brook University [IT Policies](#) and [Terms of Service](#).

LOGIN

[Forgot Your NetID or NetID Password?](#)



Your NetID

The screenshot displays the SOLAR SYSTEM user interface. At the top, the header includes the SOLAR SYSTEM logo and navigation links for Home, Add to Favorites, and Sign out. Below the header, there are two main panels: Action Center and Home Page. The Action Center panel on the left shows 'Holds' (No Holds) and a 'To Do List' with a task 'Complete Health Waiver by 2/15' and a 'view details' link. The Home Page panel on the right features several sections: 'Security and Personal Data' with a red arrow pointing to it, 'SB Alert Emergency Information' with a link to 'SB Alert - Registration', and 'Elections' with links to 'Student Elections', 'Faculty/Prof Elections', and 'Senate Survey'.



Your NetID

The screenshot shows the NetID Maintenance page for user Kimberly Giacalone. A red arrow with the number '1' points to the 'Home' link in the top navigation bar. A large number '2' is placed over the 'Click here to set or change your NetID Password' link. A large number '3' is placed over the 'Test Your NetID Password' button.

SOLAR SYSTEM

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

Customize Page http

NetID Maintenance

100258242 Name: Kimberly Giacalone

Your NetID is **kgiacalone**

[Information for students who are graduating or leaving SBU](#)

2 [Click here to set or change your NetID Password.](#)

Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

3



Your NetID

SOLAR SYSTEM | Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

NetID Maintenance

100258242 **Name:** Kimberly Giacalone **Your NetID is** **kgiacalone**

[Information for students who are graduating or leaving SBU](#)

[Click here to set or change your NetID Password.](#)

Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

Test Your NetID Password



Your NetID

SOLAR SYSTEM Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Security and Personal Data > NetID Maintenance

NetID Maintenance
100258242 Name: Kimberly Giacalone Your NetID is **kgiacalone**

[Information for students who are graduating or leaving SBU](#)

2 [Click here to set or change your NetID Password.](#)

Security Question

In order to access the password management features available on this page, you will need to verify your identity by answering your security question. If you have not set up your security question yet, you will need to do so now in order to proceed.

Test Your NetID Password

3



Learner Support Resources



Blackboard learn⁺

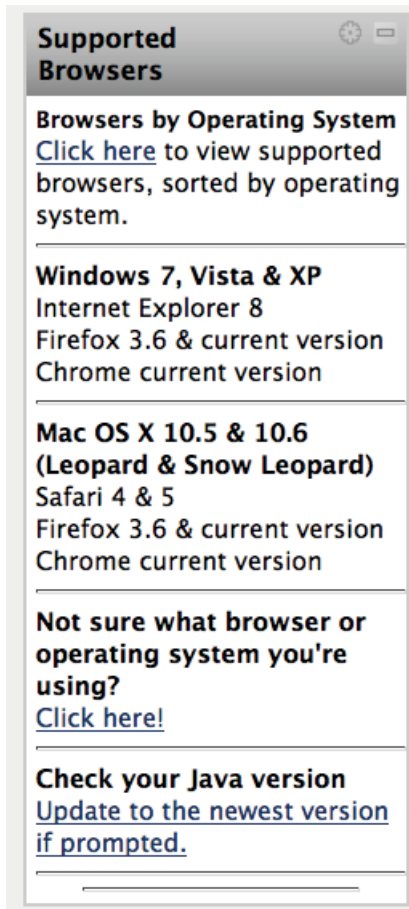
USERNAME:

PASSWORD:

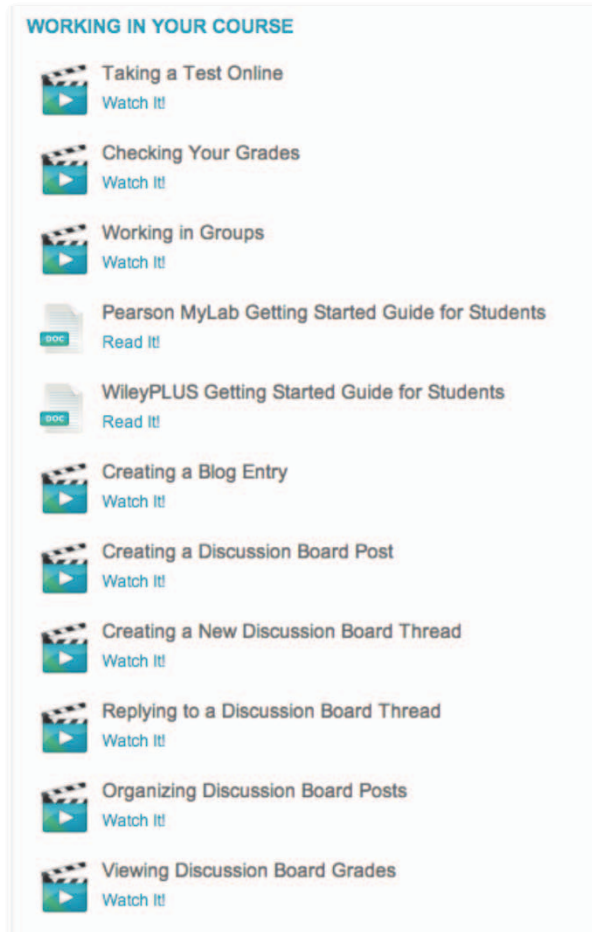
Login



Blackboard



- Use Firefox, Safari or Chrome (in that order of preference)
- The list includes Internet Explorer, but those of us who do tech support find that students report issues when they use that browser
- Available for most mobile devices — <http://it.stonybrook.edu/help/kb/blackboard-mobile>



Blackboard Tutorials

- Short video tutorials on every function within Blackboard.
- Access through the SPD Online Support course within Blackboard or bookmark the following link:
<http://ondemand.blackboard.com/students.htm>



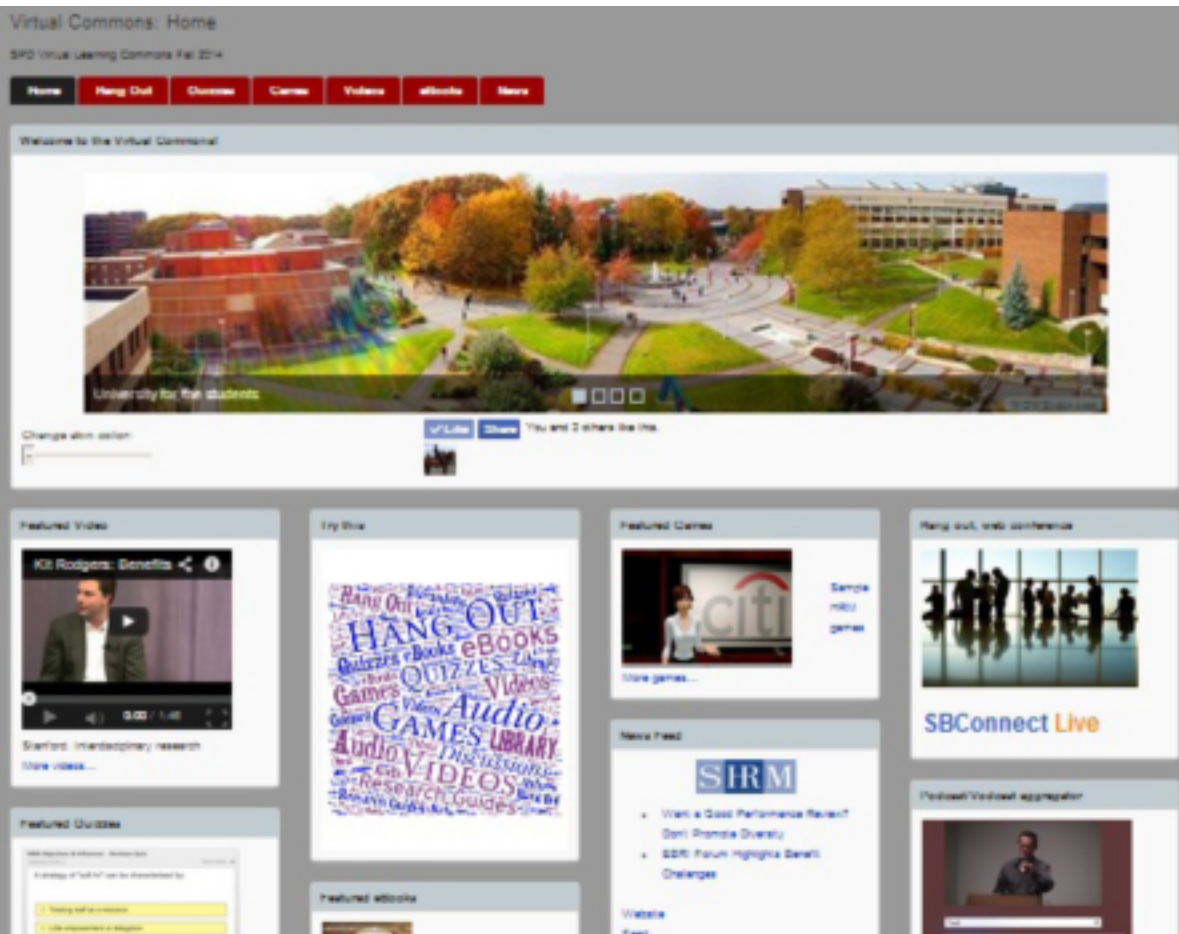
Blackboard Support Resources

- SPD Online Technical Support
M-F, 8:30-5:00pm
spd_online@stonybrook.edu or 631-632-9484
- SPD Online Support site in Blackboard
- SUNY Learning Network (After-Hours Support)
M-Th, 5:00pm – 9:00pm Eastern
Saturday, 10:00am – 5:00pm Eastern
Sunday, 1:00pm – 9:00pm Eastern
slnsupport@itec.suny.edu or 1-800-875-6269



Virtual Commons

- Began in Fall 2014
- Link within Blackboard
- HRM-specific resources
- Multimedia features
- Hang-outs and events
- Lib- Guides – curated resources for HRM students



Link appears in Blackboard



SPD Library Guide

School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

- Home
- Find Articles
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Where To Start?

The purpose of this guide is to help students find appropriate materials for doing graduate level research.

Use the left-side navigation tabs to learn more:

- **Find Articles** - Find scholarly, academic, peer-reviewed, popular, and news articles on your research topic.
- **Find Books** - Find print and eBooks related to your topic.
- **Where Can I Find...?** Where to look for the type of information you need.
- **What Do I Do When...?** Ways to resolve various search problems.
- **Research Tutorials** - Interactive and video tutorials to help you with your research.
- **Citation/Plagiarism** - Find out about tools and sites that offer help with handling citation.
- **Educational Leadership Program** - Provides a list of recommended databases for doing research in educational leadership.
- **Higher Education Administration** - Provides a list of selected eJournals titles relevant to the Higher Education Administration (HEA) program. You can also search for a specific journal title.
- **Human Resources** - Provides a list of selected eJournals titles and databases relevant to the Human Resources program. You can also search for additional titles.

Off-Campus Access

Use your NetID and password to access library resources when off-campus.

Circulation Services for Distance Learners

- **West Campus Libraries: Distance Learning Students**
Policies on loaning material to distance learners.

The Chronicle of Higher Education

THE CHRONICLE

of Higher Education

- **Chronicle of Higher Education**
The Chronicle of Higher Education is the number one source of news, information, and jobs for college and university faculty members and administrators.

Other Relevant Guides



SPD Library Guide -- guides.library.stonybrook.edu/spd/hr

Stony Brook University Libraries / Research & Subject Guides / School of Professional Development / Human Resources

School of Professional Development

This guide is designed to help students in the School of Professional Development with their research.

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- What Do I Do When...?
- Research Tutorials
- Citation/Plagiarism
- Educational Leadership Program
- Higher Education Administration
- Human Resources

Databases for News Articles

- **LexisNexis Academic**
Date coverage varies. Fulltext. Over 10,000 news, business, and legal sources. News coverage includes deep backfiles and up-to-the-minute stories in national and regional newspapers, wire services, broadcast transcripts, international news, and non-English language sources.
- **Newsday**
Newsday. Nassau edition from 08/15/1985 to present. Find articles covering the Friedmans' story.
- **Ethnic NewsWatch**
1990-present. Fulltext. Articles from newspapers and periodicals published by ethnic, minority and native presses in the United States. In English and Spanish.

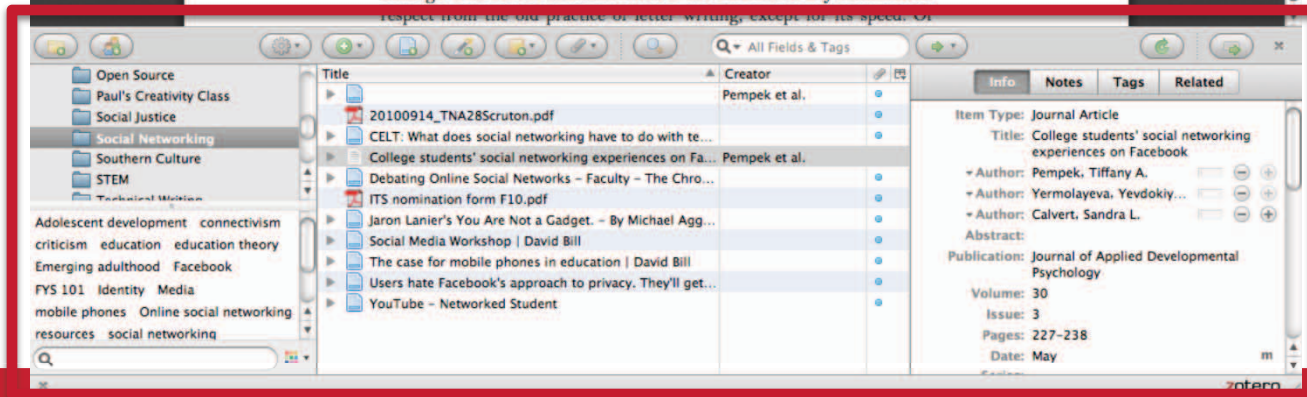
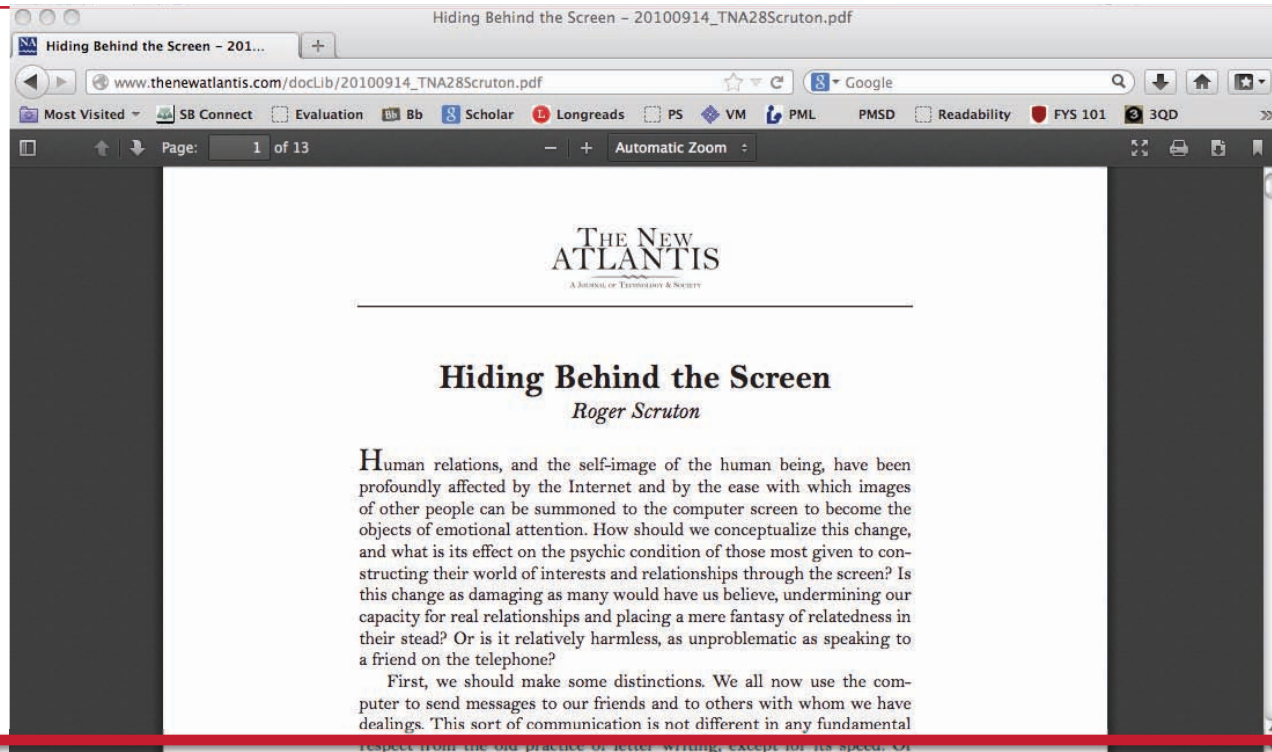
HR Recommended Databases

- **Business Source Complete**
Coverage dates vary, in some cases as far back as 1886. Selected full text. This scholarly business database includes indexing and abstracts for the most important scholarly business journals.
- **Academic Search Complete**
Date coverage varies, back to 1887. Scholarly, multi-disciplinary database. Covers over 6100 fulltext journals, 5100 peer reviewed journals, and indexing for over 10,000 journals. Non-journal publications are also indexed.
- **ERIC (Education Resources Information Center)**
1966-present. Abstracts to journal articles and over 300,000 full text Education Documents (EDs). Additional EDs are available on microfiche. Includes visual searching feature.
- **MEDLINE (ISI Web of Knowledge)**
1950-present. Medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, etc. Uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 4,800 current biomedical journals. Created by the National Library of Medicine.
- **Professional Development Collection**
1965-present. Fulltext, abstracts and citations. Subjects include Curriculum Administration, Educational Leadership and Research, Learning Disabilities, Reading and School Libraries. Over 550 high quality education journals, 350 peer-reviewed. Includes visual searching features.
- **PsycINFO**
1887-present. Citations and abstracts to articles from over 2,000 journals, as well as books, dissertations, and reports on psychology and related disciplines.
- **PsycARTICLES**
Date coverage varies, mostly 1985-present. Fulltext, citations and abstracts. Covers general psychology and specialized basic, applied, clinical, and theoretical research in psychology in areas including animal behavior, cognition, memory, neuroscience, perception, physiological psychology, psycholinguistics, psychometrics, social and personality psychology.
- **ScienceDirect Journals**
1995 - present. Fulltext access for nearly 2,000 scholarly journals. Citations and abstracts prior to 1995 and for journals outside of SBU's fulltext subscription. Covers all disciplines with emphasis in the sciences (including medicine) and social sciences.
- **Conference Board: Business Knowledge Research**
1998-present. Research Reports on key business and economic topics such as executive compensation annual studies. Includes the Conference Board Review magazine
- **JSTOR**
Coverage begins with the first issue of a journal, some as early as the 1600s, and continues up until 1-to-5 years ago. An online archive of core scholarly journals in most fields of study. Comprised of high-resolution, scanned images of journal issues and pages as they were originally designed, printed, and illustrated. Not a source for recent articles.



Library Instructional Resources

- On-campus and online workshops delivered by instructional librarians.
 - *Research Skills for SPD Students*
 - *Citation Skills for SPD Students*
 - *Live sessions will be scheduled for September; recordings are available to view now on the LibGuide website*
- We also recommend Zotero workshops or tutorials for citation management.
- Other video tutorials are available.



Screenshot of Zotero plug-in



The Writing Center

Program in Writing & Rhetoric
Stony Brook University

- Writing Center tutors can help you improve your writing.
- Must plan well in advance and have assignment info and draft information at the ready.
- E-mail and telephone appointments available.
- To ensure a graduate-level tutor, set up appointment through Kim Giacalone at kim.giacalone@stonybrook.edu



Professional Socialization and Career Resources

- Stony Brook Career Center: career.stonybrook.edu/
- Society for Human Resources (SHRM) Student Chapter: www.stonybrook.edu/spd/success/shrm_chapter.html




Why Join SHRM?

- Networking opportunities and myriad online resources, including how-to guides, sample documents, news, research, conferences and free webcasts.
- On-campus events (many streamed online for distance students).
- Scholarship opportunities.
- Best of all it is only \$40 to join while you are a student (after that, the rate goes up to \$180).



Student Success Series

[Search SB >](#)

Stony Brook University | School of Professional Development

[ABOUT SPD](#) [ADMISSIONS](#) [ACADEMICS](#) [ONLINE LEARNING](#) [CAREER DEVELOPMENT](#) [LIFELONG LEARNING](#) [OUTREACH](#)

Student Success Series

Bookmark this page as we will be adding new events as the term progresses. Participating in a webinar? [Read these access instructions](#). Contact Kim Giacalone at kim.giacalone@stonybrook.edu or call 631-632-7896 with questions or program suggestions.

Upcoming Events

New Student Orientation Webinars – HEA, MALS, HRM, Educational Leadership and AGC Programs
Starting your program in the Spring term? Be sure to sign up for one of our upcoming webinars.

- The **Higher Education Administration** orientation webinar will be held on Monday, October 27 at 12 noon Eastern and Tuesday, October 28 at 5 pm Eastern. »[Register](#)
- The **Master of Arts in Liberal Studies** orientation webinar will be held on Monday, December 1 at 4 pm Eastern. »[Register](#)
- The **Human Resource Management** orientation webinars will be held on Monday, December 1 at 6 pm Eastern. »[Register](#)
- The **Advanced Graduate Certificate** orientation (for all 18-21 credit AGCs except HRM and HEA) will be held on Tuesday, December 2 at 4 pm Eastern. »[Register](#)
- The **Educational Leadership Program and School District Leadership** orientation webinar will be held on Thursday, November 20 at 4 pm Eastern. »[Register](#)

Online Learning Orientation Webinar
Tuesday, January 20 at 12 noon Eastern.
What does it take to succeed as an online student? Join us for an informative webinar to find out!
»[Register](#)



Technology Resources

- DoIT (Division of Information Technology)
<http://it.stonybrook.edu/> or
<http://it.stonybrook.edu/it-guides/students>

Everything you need to know about computing at SBU.
Free and dramatically discounted software, University software tutorials, and more

- Lynda.com – Training on everything under the sun.
Visit stonybrook.edu/lynda
- Stony Brook E-mail: www.stonybrook.edu/mycloud



Stay In Touch



SPD: [facebook.com/spdstonybrook](https://www.facebook.com/spdstonybrook)

SHRM Student Chapter (has Facebook link):
[www.stonybrook.edu/spd/success/
shrm_chapter.html](http://www.stonybrook.edu/spd/success/shrm_chapter.html)



SPD: @spd_stonybrook

SHRM Student Chapter: @StonyBrookSHRM



*Good luck
this semester!*